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Check # _____

Amount Paid # _____

Permit # _____

ABOVE FOR OFFICE USE ONLY



**CITY OF CHICOPEE BOARD OF HEALTH
APPLICATION TO OPERATE A
TEMPORARY FOOD SERVICE ESTABLISHMENT
SPECIAL EVENT**

2015

Chicopee Health Department
15 Court St
Chicopee, MA 01020
(413) 594-1660

Name of Establishment _____

Date _____

Business Address _____

Phone# _____

Mailing Address (If Different) _____

Email Address _____

Owner/Operator Information

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>Phone#</u>
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REQUIRED DOCUMENTS

Applicant must include the following information, along with pages 1 through 3 of this application:

- a. A copy of current **Food Service Establishment Permit** or **Mobile Food Service Permit** issued by the local Health Department from the vendor's originating location. For concession trailers without a base of operations, include a copy of a **Temporary Food Service Establishment Permit** from a previous event.
- b. **Food Safety Manager Certificate:** All Temporary Food Service Establishments which handle potentially hazardous foods (PHF's) must provide a current certificate with application.
- c. **Food Allergen Awareness Certificate:** All Temporary Food Service Establishments which handle potentially hazardous foods (PHF's) must provide a current certificate with application.

OFFSITE FOOD PREPARATION

If food will be prepared offsite, please answer the following:

- a. Name of establishment where food will be prepared (**must be establishment referred to in the previous section**): _____
- b. Hot and cold holding methods for handling food: _____
- c. How food will be transported: _____

FEE SCHEDULETEMPORARY FOOD SERVICE FEE: **\$75.00**

NUMBER OF TEMPORARY FOOD UNITS (This includes all mobile units, concession trailers or tents): _____

TOTAL FEE INCLUDED: _____

DATE(S) OF EVENT: _____ **to** _____ **NAME OF EVENT:** _____

I hereby certify that I will abide by the guidelines set forth in this application, the State Sanitary Code 105 CMR 590.000 and all ordinances set forth by the City of Chicopee. I understand that if any portion of this application is not satisfactorily completed, the application will be returned and no permit will be issued.

SOCIAL SECURITY OR FEDERAL ID NUMBER _____

SIGNATURE OF APPLICANT _____

CHECK OR MONEY ORDER ONLY NO CASH

MAKE PAYABLE TO: THE CITY OF CHICOPEE

Event Menu

Attach a list of **ALL** items. List all potentially hazardous foods and any special handling procedures that may apply. **NO MENU CHANGES ARE PERMITTED.**

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Equipment List

Please provide a list of all equipment to be used. Include hot and cold holding units and methods. Include warewashing and hand wash station specifications

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Personnel

List all personnel, and their contact information, who will be working during the event.

Name

Phone Number

Name

Phone Number

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Diagram of Your Temporary Food Establishment

In the following space, provide a drawing of your Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, hand washing facilities, food and single service storage, garbage containers, and customer service areas. In lieu of a diagram, a comprehensive set of photos of the exterior and interior of your Temporary Food Establishment may be submitted.

Temporary Food Service Establishment Employee Sign In Form

Keep this form onsite and updated throughout the temporary food service event. Please keep this form for your personal records.

Date

Employee Name

Employee Contact Number

This image shows a full page of blank handwriting practice paper. It features approximately 28 evenly spaced horizontal blue lines across the entire page, providing a guide for letter height and placement. The lines are uniform in color and thickness, set against a plain white background. There are no margins, text, or other markings present.

TEMPORARY FOOD ESTABLISHMENT OPERATIONS

ARE YOU READY?

Use this guide as a checklist to verify compliance with MA Food safety regulations.

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|---|---|
| <input type="checkbox"/> Application | Submit a completed temporary food establishment application to the Local Board of Health a minimum of 30 days prior to the event with the permit fee (unless otherwise instructed). |
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FOOD & UTENSILS STORAGE AND HANDLING

- | | |
|---|---|
| <input type="checkbox"/> Dry Storage | Keep all food, equipment, utensils and single service items stored above the floor/ground on pallets or shelving, and protected from contamination. |
| <input type="checkbox"/> Cold Storage | Keep potentially hazardous foods <u>at or below 41°F</u> . An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration. |
| <input type="checkbox"/> Hot Storage | Use hot food storage units when necessary to keep potentially hazardous foods <u>at or above 140°F</u> . |
| <input type="checkbox"/> Thermometers | Use a food thermometer to check temperatures of both hot and cold potentially hazardous food. <u>*You must stock a stem thermometer to ensure hot and cold holding temperatures at the temporary event.</u> |
| <input type="checkbox"/> Food Display | Protect food from customers handling, coughing, and sneezing by wrapping, sneeze guards or other effective barriers. |
| <input type="checkbox"/> Consumer Advisory | Post consumer advisories for raw or undercooked animal foods, if you will be preparing meat, fish, poultry, or eggs cooked to order. |
| <input type="checkbox"/> Food Preparation | Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food.

Protect all storage, preparation, cooking and serving areas from contamination.

Obtain food from an approved source. Potentially hazardous foods (PHF's) and perishable items may not be prepared in residential kitchens. PHF's and perishable items must be prepared onsite of in a licensed food establishment. |
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PERSONNEL

- | | |
|--|---|
| <input type="checkbox"/> Person in Charge | There must be one designated person in charge at all times responsible for compliance with regulations. <u>You must submit a copy of your Food Manager Certificate Food Allergen Awareness Certificate with your application.</u> These certificates are required if you prepare and serve Potentially Hazardous Foods (PHFs) . |
| <input type="checkbox"/> Hand washing | A convenient hand washing facility must be available for employee hand washing whenever handling unpackaged foods. This sink shall have warm running water, soap and individual paper towel. |
| <input type="checkbox"/> Health | The person-in-charge must tell food employees that if they are experiencing vomiting and/or diarrhea, or have been diagnosed with a disease transmissible through food, they cannot work with food or clean equipment and utensils. Infected cuts and lesions on fingers or hands must be covered and protected with waterproof materials. |

- ☐ **Hygiene** Food employees must have clean outer garments and effective hair restraints. Tobacco usage and eating are not permitted by food employees in the food preparation and service area.

CLEANING AND SANITIZING

- ☐ **Sanitizing** Use a chlorine bleach or Quat sanitizer for sanitizing food contact surfaces, equipment and wiping cloths. Store the sanitizer in a spray bottle or bucket that is labeled "sanitizer" Appropriate test strips shall be on hand at all events.

WATER

- ☐ **Water Supply** An adequate supply of water shall be on site and obtained from an appropriate source. Water storage at the booth shall be approved storage containers
- ☐ **Wastewater Disposal** Dispose of wastewater in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

PREMISES

- ☐ **Floors** Unless otherwise approved, floors shall be constructed of tight wood, asphalt, or other cleanable material. Floors must be easily cleanable.
- ☐ **Walls & Ceilings** Walls and ceilings are to be of tight and sound construction to protect from entrance of elements, dust, debris and, where necessary, flying insects. Walls shall be easily cleanable.
- ☐ **Lighting** Vendor must provide adequate lighting by natural or artificial means if necessary. **Bulbs shall be shatterproof or shielded.**
- ☐ **Counters/Shelving** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be easily cleanable.
- ☐ **Trash** Provide an adequate number of cleanable containers inside and outside the booth.
- ☐ **Restrooms** Provide an adequate number of approved toilet and hand washing facilities. These facilities shall be accessible for employee use.
- ☐ **Clothing** Store personal clothing and belongings in a designated place in the booth, away from food preparation, food service and ware washing areas.

Need more information on food safety and the MA food safety regulations?

www.state.ma.us/ffp/retail

MA Retail Food Safety Information

www.foodsafety.gov

Gateway to Government Food Safety Information

Before placing your order, please inform your server if a person in your party has a food allergy.

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